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Office Memorandum • UNITED STATES GOVERNMENTTO : Director of Training
THROUGH: Deputy Director of Training

DATE: 11 September 1958

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 36
3 September - 9 September 1958Document No. 8NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1783

Date: 09 MAR 1978 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. We announced 21 courses to begin 15 September, mostly in LAS. In prior years, we were forced to cancel many of the language classes. The situation this fall is much more encouraging, and some of the enrollments are unusually heavy. Although enrollments change with each mail delivery or panel meeting, it appears that all but four or five of the announced classes will start as scheduled. Indicative of the last minute activity are the following comparisons between the count as of this writing and as of Tuesday noon when the weekly registration statistics were prepared:

INCREASES:

<u>Course</u>	<u>Noon 9 Sept</u>	<u>11 Sept</u>
IRRR	8	11
Clerical Refresher	51	57
Russian Basic Reading	20	22
Russian Intermediate Reading (Economic)	6	8
Chinese Basic RSW	7	9
Russian Basic RSW	12	14
Russian Intermediate RSW	8	10
Russian Familiarization	4	12

DECREASES:

Russian Intermediate Reading *(transferred to RSW)	1*	0 (cancel)
Russian Intermediate Reading (Scientific)	10	9
Turkish Basic RSW	3	2 (G*town ?)
Chinese Basic RSW (FT)	3	2

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	Noon 9 Sept	11 Sept
<u>UNCHANGED:</u>		
CE Ops	16	
Hungarian Basic Reading	6	
German Basic RSW	12	
Greek Basic RSW	7	
Polish Basic RSW	1*	
*(will arrange with FDD, or externally)		
Uzbek Basic RSW	0	(cancel)
French Intermediate RSW	5	
Spanish Intermediate RSW	1	(G'town ?)
Americans Abroad - Germany	4	

2. [] and I met with []
[] to discuss OCR's problems, requirements, and plans in the training area. Subjects covered ranged from the implications of the Government Employees Training Act to the type of writing course appropriate for a GS-7 Tab Equipment Supervisor. A particular objective of this session was to review closely a proposed Training Guide for all OCR Machine Personnel. Specific suggestions were given with respect to types, levels, and sequence of courses listed in the Guide.

We concurred in the OCR training program with respect to Intelligence School courses, Department of Agriculture courses, and IBM School courses. Those portions of the Guide which involve component conducted on-the-job training were approved subject to review and accreditation procedures. We feel that OCR has made good progress toward developing training standards for this category of its employees.

3. Direct from [] notes: "In making a request for a copy of the lecture given by [] NWC Faculty Member, [] made the statement that 'of all the lectures he had heard at the NWC, this one, he believed, was the best one.' When I called [] office to make this request, I mentioned the fact that one of our people had made the above statement. [] office called the next day to say they would like to have the comment concerning [] lecture in writing. They had already arranged to have a copy of [] lecture sent to us, but would we send a memo requesting a copy of the lecture and include the comment about the lecture." [] lecture was titled, "The Objectives and Vital Interests of the U.S.S.R.," and was given on 8 September.

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4. Transmittal List No. 18 has been approved for direction to BFO/TR. It carries the names of 21 from DD/P, 26 from DD/I, and 2 from DD/S. Total: 49. 25 achievement, 24 maintenance. Amount, an even \$7,000.00. The average amount is higher in this list than usual - there are a number of awards for Chinese.

5. The TSS requirement for linotype training in New York (estimated cost, \$1570) was reviewed by a Qualifications Panel consisting of [redacted] TSS Training Officer; [redacted] [redacted] C/PSD/OL, [redacted] and [redacted]

Having confirmed TSS's requirement for an additional linotype operator, and having certified the qualifications of the TSS employee proposed for the training, two possible alternatives to the New York training were considered: (1) On-the-job training conducted either by TSS or Logistics, and (2) after-duty-hours instruction by a Logistics linotype operator. The panel believes that neither of these alternatives are completely satisfactory, and has recommended to me that the training as originally requested be approved.

DDS 6. During the week 3 September - 9 September 1958, there were 700 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

204 enrolled in 31 classes (11 languages) before hours

147 enrolled in 24 classes (10 languages) after hours

53 enrolled in 10 classes (7 languages) during hours

31 enrolled in 2 area courses

8 enrolled in 1 SIC course

153 enrolled in 9 Intelligence School courses

104 enrolled in 5 Operations School courses